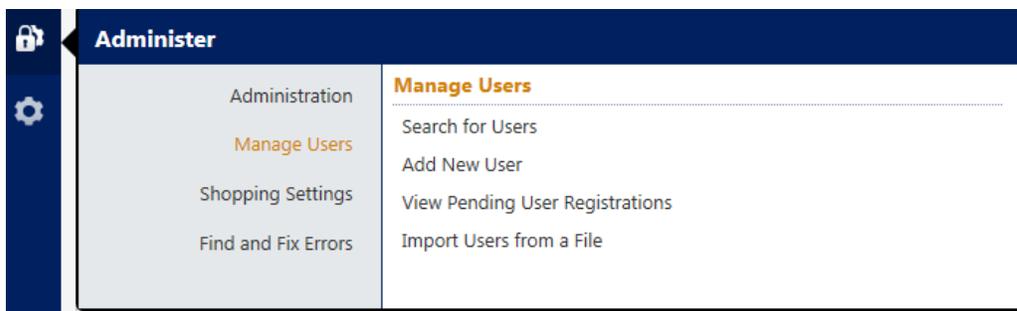


Export a list of Users

BU Admins can maintain a list of WISBuy users by exporting a list from WISBuy. User lists can be simple exports with basic information or more detailed lists. After searching for a list of users select the Action button to export a list of users.

To Export the list of users

1. Login into the WISBuy PCard Marketplace
2. Go to Administer icon, Manage Users, Search for Users



3. Search for all users by leaving all fields blank.

Search for Users ?

[User Search](#)

First Name

Last Name

User Name

Email

Status

User Experience Type

Business Unit

Department

Role

Registered Mobile Device

Create User

Actions

WISBuy will return a list of all users in your Business Unit.

Search for Users ?

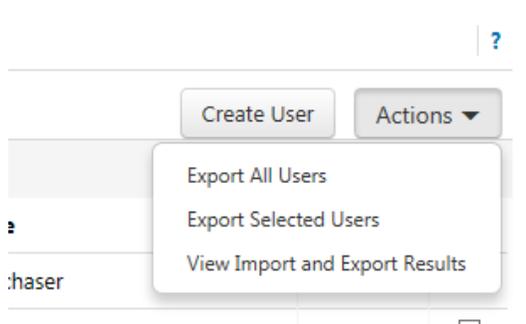
[User Search](#)

1-20 of 401 Results

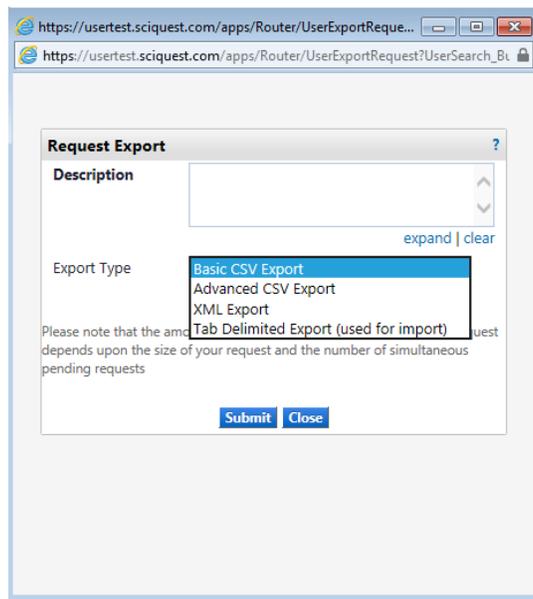
20 Per Page

Name	User Name	Phone	Email	Business Unit	Role	Status	
Adams, Melissa	adamsmxsfj	+1 (608) 266-7332	melissa.adams@etf.wi.gov	Administration	Purchaser	Active	<input type="checkbox"/>
Administrator, Contract	cadmin	+1 (919) 659-2212	leckerlin@sciqquest.com	Administration	Contract Manager	Active	<input type="checkbox"/>
Amberson, James	amberjxma	+1 (608) 264-6452	JamesJ.Amberson@gmail.com	Administration	Purchaser	Active	<input type="checkbox"/>
Anderson, Amy	Russe	+1 (414) 227-3902	eloise.russ@wisconsin.gov	Administration	Purchaser	Inactive	<input type="checkbox"/>
Anderson, Julie	Natalie Cole	+1 (608) 261-0050	julie.anderson@dwd.wisconsin.gov	Administration	Purchaser	Active	<input type="checkbox"/>
Anderson, Peter	Peteranderson	+1 (608) 267-0581	andersonp@opd.wi.gov	Administration	Purchaser	Active	<input type="checkbox"/>
Andrews, Sara	andreslpzp	+1 (608) 264-6533	sara.andrews@wisconsinhistory.org	Administration	Purchaser	Active	<input type="checkbox"/>

4. On the top right of the screen, Select the Actions drop down box.
 - a. Select Export all users



5. Enter a description in the Request Export then choose the export type.
 - a. Basic CSV Export will export a list of users with limited information.
 - b. Advanced CSV Export will export all users profile information. (such as roles, ship to address....)
 - c. Click submit



6. A message will appear at the bottom of the Request Export screen to go to the download page, click on this message.

Request Export

Description ?

[expand](#) | [clear](#)

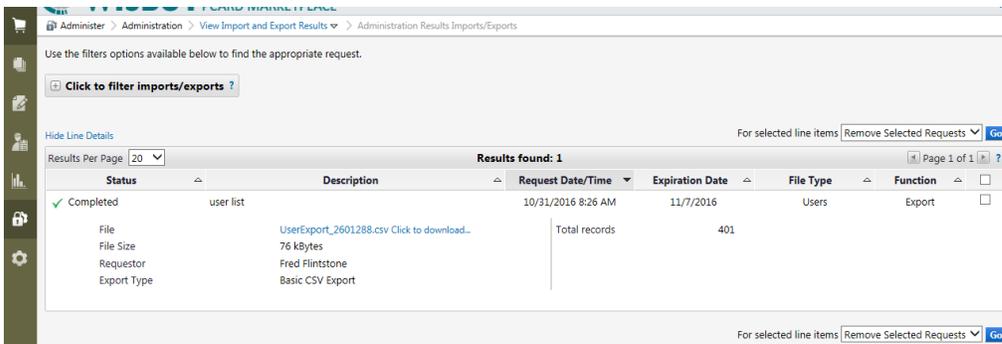
Export Type ?

Basic CSV Export

Please note that the amount of time it takes to complete your export request depends upon the size of your request and the number of simultaneous pending requests

You have successfully submitted an export request. You will receive an email confirmation once your export request is complete. [Click this message to view the request.](#)

7. Depending on the number of user will depend on how long the report will take.
 - a. BU Admins will receive a email when the report is done if this has been set up in their profile.
 - b. You do not need to wait on this page for the file. The file can be found in the Administer menu, under Administration, View Import and Export.
8. When the report is finished the report can be downloaded from the Import and Export results menu.



Use the filters options available below to find the appropriate request.

[Click to filter imports/exports ?](#)

Hide Line Details For selected line items Remove Selected Requests

Results Per Page Results found: 1 Page 1 of 1

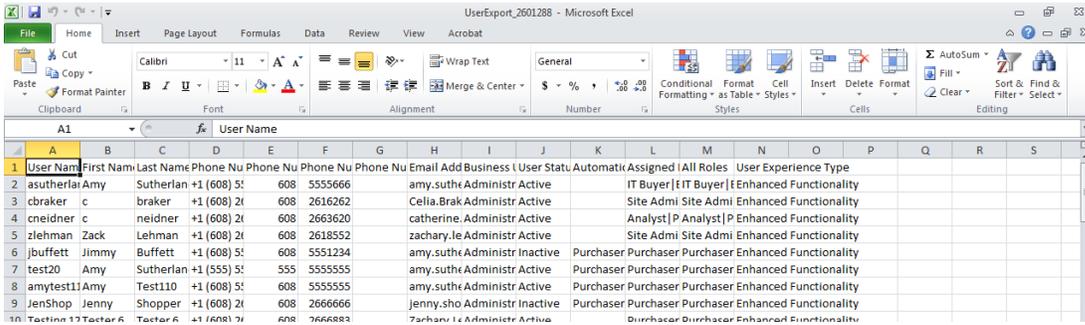
Status	Description	Request Date/Time	Expiration Date	File Type	Function
Completed	user list	10/31/2016 8:26 AM	11/7/2016	Users	Export
	File	Total records		401	
	File Size			76 kbytes	
	Requestor			Fred Flintstone	
	Export Type			Basic CSV Export	

For selected line items Remove Selected Requests

9. Click on the download link, a pop up box will appear at the bottom of the screen. Select the save arrow and save the file to a folder.



10. Once the file is saved, click the Open button and the user list will open in Excel. Save the file as an Excel Workbook before making any changes. (if the file is not saved as an Excel document changes could be lost)



User Name	First Name	Last Name	Phone Nu	Phone Nu	Phone Nu	Phone Nu	Email	Add Business U	User Statu	Automat	Assigned	All Roles	User Experience	Type
asutherland	Amy	Sutherland	+1 (608) 51	608	5555666		amy.suth	Administr	Active		IT Buyer	[IT Buyer]	Enhanced	Functionality
cbraker	c	braker	+1 (608) 21	608	2616262		Celia.Brak	Administr	Active		Site Admi	Site Admi	Enhanced	Functionality
cneidner	c	neidner	+1 (608) 21	608	2663620		catherine.	Administr	Active		Analyst	[P Analyst]	Enhanced	Functionality
zlehman	Zack	Lehman	+1 (608) 21	608	2618552		zachary.le	Administr	Active		Site Admi	Site Admi	Enhanced	Functionality
jbuffett	Jimmy	Buffett	+1 (608) 51	608	5551234		amy.suth	Administr	Inactive		Purchaser	Purchaser	Purchaser	Enhanced
test20	Amy	Sutherland	+1 (555) 51	555	5555555		amy.suth	Administr	Active		Purchaser	Purchaser	Purchaser	Enhanced
amytest11	Amy	Test110	+1 (608) 51	608	5555555		amy.suth	Administr	Active		Purchaser	Purchaser	Purchaser	Enhanced
JenShop	Jenny	Shopper	+1 (608) 21	608	2666666		Jenny.sho	Administr	Inactive		Purchaser	Purchaser	Purchaser	Enhanced
Tactine 12	Tacter	Tacter	+1 (608) 21	608	2666888		Zachary L	Administr	Active		Purchaser	Purchaser	Purchaser	Enhanced

For further assistance accessing user profiles, please contact doawispro@wisconsin.gov.